

Basic Training Module Chemical Management

Example Module 5:

Checklist - Emergency Preparedness Work Floor

Emergency preparedness aspect	Your assessment
Emergency scenario assessment conducted to determine what emergencies might arise	
Emergency plans and procedures developed for potentially catastrophic events such as	
<ul style="list-style-type: none"> • Fires 	
<ul style="list-style-type: none"> • Blasts and explosions 	
<ul style="list-style-type: none"> • Leaks and spills 	
<ul style="list-style-type: none"> • Floods 	
<ul style="list-style-type: none"> • Tsunami 	
<ul style="list-style-type: none"> • Earthquake 	
<ul style="list-style-type: none"> • Civil unrest (mob attack) 	
Emergency plans provide for procedures for extinguishing different types of fires, which might occur in the factory/office	
Emergency plans include evacuation and recovery procedures for each type of emergency	
Roles and responsibilities assigned in the plan to specific persons during emergencies	
These persons aware of their responsibilities	
Persons qualified/trained to carry out necessary actions (Training records/certificates available)	
Qualified emergency personnel designated and on station during and after office/working hours	
Different communication channels assigned to support emergency measures	
Emergency phones available in all relevant sections, with important numbers clearly displayed	
Plans for evacuating personnel from each factory/office area in event of emergencies prepared	
Evacuation routes and warning signals information posted in each factory/office area	
Evacuation routes and exits marked	
Emergency plans and procedures posted in prominent areas	
All personnel trained in emergency procedures	

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Emergency preparedness aspect	Your assessment
Drills on simulated emergencies being conducted periodically (at least once a year) for all personnel (Lessons learned documented)	
Existing escape provisions adequate (doors, stairways, elevators) for the evacuation	
All doors open in the proper direction (in direction of escape) to facility escape of personnel	
Procedures to prevent obstructions to personnel or access routes or areas prepared and communicated	
Provision available to allow personnel follow escape routes from factory/office areas in the dark or dense smoke	
Emergency assembly points established and clearly marked	
Procedure for post evacuation head-count in place	
Emergency equipment as required by emergency procedures available at the facility and operational	
Easy access to emergency equipment	
Self-contained warning systems installed (sirens, loudspeaker, etc.) and tested periodically	
All personnel familiar with the meaning of warning signals and the required action to be taken	
Procedure in place to make outside persons (visitors, contractors, suppliers, customers) aware of the emergency procedures	
Firefighting equipment located near flammable or hazardous areas (e.g. generator area, fuel storage tank, and transformer)	
Firefighting equipment in clearly marked and easily accessible locations	
Firefighting equipment appropriate to control the respective type of fire in these locations	
First-aid kits available in designated and clearly marked areas	
Procedure established and maintained to check and replenish content of first aid kits (e.g. designated persons in-charge of first aid box)	
Certified first aiders available in each section/agency during and after office/working hours	
Names and locations of first aid personnel indicated on first aid boxes	

Credit: GIZ